

Application B

2006 Team Nutrition Local Wellness Demonstration Project

REQUEST FOR APPLICATIONS
CFDA # 10.574

Application Deadline: May 11, 2006

Letter of Intent is due April 3, 2006



**U.S. Department of Agriculture
Food and Nutrition Service**

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Critical Dates:

April 3, 2006	Intent to submit an Application is due to FNS (Attachment A)
May 11, 2006	Applications are due to FNS
September 2006	Awards will be announced
September 30, 2006	Funds will be awarded

Tips for Applications:

- Read this Request for Application (RFA) thoroughly before beginning your application;
- Proposals must meet the demonstration requirements outlined in Demonstration Projects Requirements on page 9 of the RFA;
- The technical proposal portion of the application must comprehensively address each of the evaluation criteria outlined in Technical Evaluation Criteria on page 14 of the RFA;
- The budget narrative must provide enough detail about planned expenditures. A well-written budget can stand on its own as a document explaining what will be done, by whom, for whom, and at what cost. A technical proposal with a poorly written or incomplete budget narrative is likely to be questioned by the review panel;
- Submit all required supporting documentation specified on page 17 of the RFA;
- Adhere to page limitations specified in the RFA;
- Write so that someone who knows nothing about your organization and your program can understand what you are proposing;
- Applications must be received by FNS by the deadline date.

I. General Information

For fiscal year 2006, the Team Nutrition (TN) Training Grants are authorized at \$4 million in funding by P.L. 109-97. This fiscal year, FNS will fund two separate types of awards:

(1) **Application A:** Up to \$2 million will be used to fund the traditional State TN Training Grants and the funding period will be for two years, September 30, 2006 – September 30, 2008. The maximum amount of funding awarded to an individual State will be \$200,000. State agencies that administer the National School Lunch /School Breakfast Programs and/or Child and Adult Care Food Program are eligible to apply under Application A. Funding criteria for the traditional State TN Grants are addressed in a separate packet - *Application A* packet.

(2) **Application B:** Up to \$2 million will fund the Team Nutrition Local Wellness Demonstration Project. State agencies that receive this award will enter into a cooperative agreement with FNS for a period of three years, September 30, 2006 – September 30, 2009. The maximum amount of funding awarded to an individual State is \$500,000. Because the local wellness policy applies only to schools, State agencies that administer the National School Lunch /School Breakfast Programs are eligible to apply. FNS will be actively involved and oversee the Demonstration Projects throughout the project period. Funding criteria is addressed in the *Application B* packet. This RFA outlines the requirements for the TN Local Wellness Demonstration Project.

States may apply for both types of grants, but only one award type per State agency will be awarded by FNS. Submission of an application does not guarantee funding.

A. Purpose

Schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. Because children spend one-third to one-half of each day in the school environment, it is important that they are exposed to a healthful nutrition environment at school. To formalize and encourage this role, Congress included in the Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 109-97) a requirement that each local educational agency (LEA) participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq) establish a local school wellness policy by the beginning of School Year 2006.

The legislation places the responsibility of developing a wellness policy at the local level so that the individual needs of each school district can be addressed. According to the requirements for the local wellness policy, the local wellness policy must include:

- Goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness;
- Nutrition guidelines selected by the LEA for all foods available on each school campus;

- Assurance that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by USDA;
- A plan for measuring implementation of the local wellness policy, including designation of one or more persons within the LEA or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy;
- Involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in development of the local wellness policy.

The process of developing a local wellness policy is different from school district to school district and many LEAs are now in various stages of the policy making process. These stages may include:

- **Pre-implementation**, which may involve the following steps in the policy making process: forming a committee, assessing the needs, drafting the policy, and obtaining the school board's approval for adoption of the policy;
- **Implement** policies;
- **Measure** the implementation of policies.

The TN Local Wellness Demonstration Project will provide States with the opportunity to do all of the following:

- Assess local wellness policy activities in individual districts;
- Document the processes used by LEAs to develop, implement, and measure the implementation of a local wellness policy;
- Assess the level and types of technical assistance necessary at the State level;
- Document any school environmental change.

The Local Wellness Demonstration Project will also allow FNS, at the conclusion of this project, to assess how well local wellness policies are being implemented at the local level and what types of technical assistance and resources may be needed at the Federal level.

As part of the Demonstration Projects, participating States will have the opportunity to assist with FNS in the development of a TN **technical assistance guide** intended to assist other States and local educational agencies in measuring implementation.

The purpose of the TN Local Wellness Demonstration Project is to assist and empower State agencies to:

- Provide mini grants to a selected number of LEAs within the State, to prepare case studies that demonstrate the implementation of their local wellness policies;
- Provide training and technical assistance to these LEAs, using the three TN implementation strategies, for implementing local wellness policies;
- Assess the types and levels of technical assistance provided at the State level;

- Assess local wellness policy activities in individual districts, assess the processes used by these districts in the pre-implementation, implementation and measuring implementation stages and document any school environmental change;
- Assist FNS in the development of a TN technical assistance guide intended to assist other States and LEAs in measuring implementation of local wellness policies.

Applicants should propose specific topics that they will address as part of their evaluation process. The range of topics of interest to FNS includes:

- Early description of the LEA's needs assessment process and subsequent assessments of the strengths and weaknesses of the process;
- The nature and extent of planning specifically for implementation of the local wellness policies;
- Description of any coalition-building efforts;
- Identification of obstacles to implementation;
- Explanation of how obstacles were overcome;
- How the local wellness policies goals and/or implementation plans changed during implementation and why;
- The school resources (including volunteers) required for implementation and how that compared to initial plans;
- The reaction of school officials, teachers, foodservice staff, parents, students and community organizations to the local wellness policies;
- Before and after outcomes of the local wellness policies.
 - A wide range of potential outcomes of the local wellness policies are possible. Grant applicants should propose the types of outcomes they will explore.
 - Outcomes should be measurable during the grant period. They can be either short term (e.g., student satisfaction with foods and beverages offered in the school meals program; changes in vending machine slots for soda, water, fruit, candy, etc.) or mid term (e.g., trends in students' average daily participation rate over time).
 - Proposed outcome measures should include both *perceived* outcomes (e.g., assessments by school officials, teachers, foodservice staff, parents, students and community organizations) and *quantitative* outcomes (e.g., duration of recess or physical education and physical activity).
- "Lessons learned" relevant to implementation of local wellness policies;
- Recommendations on the best ways to measure implementation of a local wellness policy and examples of the indicator measures that appeared most promising;
- Assessments of the sustainability of the elements of the local wellness policies.

B. Background

Team Nutrition (TN) is an integrated, behavior-based, comprehensive plan for promoting the nutritional health of children participating in Child Nutrition Programs nationwide.

The goal of TN is to improve children's lifelong eating and physical activity habits by using the principles of the most current *Dietary Guidelines for Americans* and the USDA MyPyramid Food Guide System.

TN uses three behavior-oriented strategies:

1. Provide *training and technical assistance* for Child Nutrition Programs foodservice professionals to help them:

- Plan and prepare healthy school meals that look good, meet nutrition standards, and appeal to ethnic and cultural taste preferences;
- Link school meal programs with other educational initiatives and use the school dining room as a learning center;
- Practice sound financial accountability in Child Nutrition Program operations.

2. Provide multi-faceted, integrated *nutrition education* for children and their parents, as well as the teachers and other adults who care for them and influence their behavior:

- Deliver consistent TN messages of healthy eating and being physically active;
- Reinforce the messages through *six communication channels*: foodservice initiatives, classroom activities, school-wide events, home activities, community programs and events, and media events and coverage.

3. Build school and community support:

- Adopt and implement school policies that promote healthy eating and physical activity;
- Provide resources to help schools achieve success;
- Foster a school and community environment that supports healthy eating and physical activity.

C. Who may apply

State agencies that administer the National School Lunch Program (NSLP) and /or School Breakfast Program (SBP) are eligible to apply. Selected State agencies will enter a cooperative agreement with Food and Nutrition Service (FNS) for the Demonstration Projects.

D. Funding and duration

The maximum individual State award for the Demonstration Project is \$500,000. Through a competitive process, the TN Local Wellness Demonstration Project will be funded for a period of three years: September 30, 2006 to September 30, 2009. Funding for approved TN Local Wellness Demonstration Project will be provided through the Grant/Cooperative Agreement - Letter of Credit process, in the same manner as other Federal funds, upon receipt of a properly executed Federal-State TN Demonstration Project Cooperative Agreement and subject to availability of funding. All funds and activities under the Local Wellness Demonstration Project must be completed no later than September 30, 2009.

E. Application due date

The completed application package must **be received** by FNS at the address listed below on or before **5:00 PM Eastern Time (EDT) on May 11, 2006**.

F. Submit application

1. Submit application by hand delivery or by mail.

We advise that you meet the deadline by delivering the application or by mailing it sufficiently in advance of the deadline to ensure its timely receipt.

For mailed or delivered applications, one original and two copies must be submitted. The original copy must be ready for copying (i.e. single-sided, unstapled, unbound and on 8 ½ x 11 paper). If you opt to mail your application we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS. **Also, FNS will not accept faxed or e-mailed applications.**

If choosing to mail your application to FNS, it should be mailed to:

Suzanne Pastura, Grants Officer
Food and Nutrition Services, USDA
Grants Management Division
3101 Park Center Drive, Room 738
Alexandria, VA 22302

OR

2. Submit application electronically via www.grants.gov

www.grants.gov is a government-wide website designed for electronic submission of applications/proposals. We advise that you allow ample time to familiarize yourself with the system's requirements. You will need both a Data Universal Number (DUNS) and a Contract Registry Number (CCR) to access the system. You can contact Dun and Bradstreet at 1-800-234-3867 to obtain a DUNS number if you do not have one already.

All applicants that opt to submit their application/proposal via www.grants.gov must send an email to Suzanne Pastura, Grants Officer, at Suzanne.pastura@fns.usda.gov, advising that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 p.m. Eastern Time on the application due date. **Please be aware that the grants.gov system provides several confirmation notices and you need to be sure that you have confirmation that the application was accepted. Receipt of this acceptance notification from www.grants.gov can take up to 48 hours.**

Late applications will not be considered in this competition. We will not consider additions or revisions to applications once they are received.

All questions regarding the application should be referred to Suzanne Pasture via e-mail at Suzanne.pastura@fns.usda.gov.

G. Terms and conditions of award

Terms and conditions of award for the TN Demonstration Project are listed in Attachment B.

II. Demonstration Project Requirements

A. Time Commitment

- a) The Demonstration Project will be a three-year commitment.
 - Year 1: Planning and Training Phase
 - Year 2: Implementation Phase
 - Year 3: Implementation and Measurement Phase
- b) At a minimum, participation in the following activities is required throughout the cooperative agreement period.
 - Year 1 and 2: three quarterly progress reports, one annual progress report and four quarterly financial status reports to FNS per year;
 - Year 3: four quarterly progress reports, four financial status reports, one final project and one final financial status report.
 - Bi-monthly conference calls with FNS;
 - Six face-to-face meetings, with each Grantee State hosting at least one meeting.
 - Additional conference calls and meetings may be held when necessary.

B. Project Requirements

- a) Each State agency must agree to:
 - Develop criteria for selection of LEAs that will receive mini grants and make selections. Criteria for selecting schools or school districts must be described in the application. Preference will be given to States that include LEAs that serve disadvantaged populations as well as LEAs that represent a broader spectrum of the environment.
 - Apply all three Team Nutrition behavior-oriented strategies and incorporate USDA Team Nutrition materials in providing training and technical assistance to LEAs. Note: Site visits to schools should be part of the technical assistance.
 - Hire a Social Scientist and a Project Director who will work collaboratively within the State, with other States and with FNS in the training and technical assistance activities, as well as in the evaluation process. A minimum 50% time commitment (more than one staff position can be combined to reach 50%) is required for the designated Project Director(s). The time commitment by the Social Scientist must be adequate to fulfill the evaluation portions of the project.

The minimum qualifications for selecting a Social Scientist include:

- Be affiliated with an accredited university or prominent research organization;
- Have an applied research background with experience in process and short-term outcome evaluations. Experience should include designing research approaches, designing survey samples (if relevant to the demonstration proposed by the State agency), collecting quantitative and qualitative data, using quantitative and qualitative data analysis techniques, and preparing reports presenting research findings;
- Be familiar with information technology;
- Be able to work effectively with other project members, study participants/respondents, and government officials.

Familiarity with Federal child nutrition programs operations; and local school systems and how they work is desirable, as is experience working with principals, teachers, students and parents. In addition, the Social Scientist must be willing to (a) commit adequate time to the Demonstration Projects and (b) agree to participate actively with FNS, and other State agencies that participate in the Local Wellness Demonstration Project in co-writing an article on demonstration results for publication in a peer-reviewed journal. Funds provided under this cooperative agreement may be used to pay for the services of the Social Scientist.

FNS will designate a Principal Investigator who will lead the process evaluation portion of the TN Local Wellness Demonstration Project. No State agency grant funds will be used for this purpose.

- Involve at least one non-governmental professional organization in providing training and technical assistance. The list of declared local wellness collaborators/partners can be viewed at http://teamnutrition.usda.gov/Healthy/wellnesspolicy_collaborators.html . A letter of commitment from such organization(s) **must** be included in the application.
- b) Each LEA must agree to implement a local wellness policy that:
- Sets goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness;
 - Establishes nutrition guidelines selected by the LEA for all foods and beverages available on each school campus;
 - Provides assurance that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by USDA;
 - Follows the plan for measuring implementation of the local wellness policy, including designation of one or more persons within the LEA or at each school charged with operational responsibility for ensuring that schools within the LEA meet the local wellness policy requirements;
 - Involves parents, students, and representatives of the school food authority, the school board, school administrators, and the public in development of the local wellness policy.
- c) State agencies and LEAs involved in the Local Wellness Demonstration Project will track information (data) to assess the local wellness policy activities and processes used in

individual selected LEAs, document any school environment changes, and assess the types and levels of technical assistance provided at State level.

Each State's Social Scientist and Project Director, along with the Principal Investigator, will work collaboratively on designing the assessment tools and collecting information.

C. Project deliverables

In addition to the requirement of submitting quarterly progress and financial reports, the following documents will be generated as a result of the Demonstration Project:

Annual reports

Annual reports submitted by States will be compiled by FNS and will be posted at USDA's website so that information and progress made by participating States and LEAs regarding implementing and measuring implementation of local wellness policies can be shared with other States and LEAs in a timely fashion.

Technical Assistance Guide

A Technical Assistance guide or toolkit for implementing and measuring the implementation of an effective local wellness policy will be developed jointly by the States that participate in the Demonstration Project, the Principal Investigator, and FNS. The guide, at a minimum, will include guidance on implementing and measuring implementation of local wellness policies, lessons learned and best practices.

Final Report

At the conclusion of the Demonstration Project, the Principal Investigator, the Demonstration Projects State's Social Scientist and the Project Director will compile a final report that includes information collected through the process evaluation. This information will assist FNS in its future technical assistance efforts in promoting local wellness policies.

D. Duties of Food and Nutrition Service, Principal Investigator and Social Scientist

Since this Demonstration Project is a cooperative agreement between FNS and the State agency, FNS will provide guidance and have significant involvement in the three-year project period. Participation in this project will require extensive interaction between FNS, the Project Director(s), the Principal Investigator, the Social Scientists, key project staff and collaborators/partners.

Duties of FNS:

- Oversees all aspects of the Demonstration Project;
- Coordinates activities among State teams and the Principal Investigator;
- Maintains regular contact with State teams and the Principal Investigator;

- Approves or disapproves any amendments or revisions that require FNS prior approval;
- Plans, facilitates and coordinates all meetings and conference calls;
- Provides input and feedback on the information collection process;
- Provides technical assistance to State agencies during the project implementation period;
- Provides input and feedback on the final report; and
- Serves as co-author for any peer-reviewed journal articles.

Duties of the Principal Investigator:

- Provides leadership and serve as the lead technical expert in the process and impact assessment portion of the Demonstration Projects;
- Develops *a plan* and coordinates the information (data) collection among participating States;
- Provides oversight for the information (data) collection process by working closely with State Project Directors and Social Scientists;
- Provides technical assistance to State Project Directors and Social Scientists in the information (data) collection process;
- Collects, synthesizes, and analyzes the information (data);
- Facilitates/coordinates the writing of the final report among participating States;
- Finalizes an assessment tool that can be used by LEAs for measuring local wellness policy implementation;
- Participates in meetings and conference calls with FNS and State teams throughout the project period; and
- Serves as lead author for publication of an article related to the TN Demonstration Project in a peer-reviewed professional publication (approved by FNS).

Duties of State's Project Director:

- Oversees the Demonstration Project within the State;
- Coordinates activities within the State and the local districts that are involved in the Demonstration Project;
- Maintains regular contact with FNS, key project staff and collaborators/partners within the State, as well as with the Principal Investigator;
- Ensures final, annual, quarterly progress and financial reports are prepared and submitted to FNS in a timely manner and addresses all required information;
- Attends scheduled meetings and conference calls with FNS, State Social Scientist and the Principal Investigator;
- Provides input and feedback on the information collection process; and
- Provides technical assistance to selected districts during their project implementation period.

Duties of State's Social Scientist:

Participation in this project will require extensive interaction with FNS staff and the Principal Investigator. Involvement includes, but is not limited to: Involves the process of developing the assessment tools (instruments) that will be used to collect information;

- Takes the lead in the development of the State’s assessment tools (instruments) that will be used to collect information;
- Identifies the success indicators that will be collected throughout the grant project;
- Participates in meetings and conference calls to discuss and recommend improvements to the proposed information (data) collection plan;
- Provides written and oral input and feedback on the assessment tools;
- Follows the local, State, and university’s protocol to gather information (data) that will be used to measure the implementation;
- Writes a chapter to appear in the final report to reflect activities taken within the respective State;
- Participates in on-site visits to schools as necessary to provide technical assistance on measuring the implementation;
- Maintains regular contact with FNS and the Principal Investigator; and
- Maintains regular contact with respective State agency’s Project Director.

E. Use of funding

All costs are subject to allowability, allocability and reasonableness considerations in accordance with OMB Circulars A-87, A-21, and A-122 where appropriate.

Allowable use of funds includes:

Training and technical assistance for implementation and measuring implementation

- Deliver/promote State-conducted training for foodservice personnel, TN school leaders, teachers, students, parents, school decision-makers, and community members;
- Provide train-the-trainer workshops;
- Establish an instructors' network for State-wide training;
- Conduct grant impact assessment

TN Training Sub Grants to Local Educational Agencies

All mini-grants must follow the “Guidance for Interpreting Cost Principles of Mini-Grants” (see Attachment C).

Education and Training, including expenses for:

- Tuition or stipend for trainees;
- Cost for trainers;
- Travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates).

Personnel Costs

- Percentage of salary and benefits for the Project Director, key staff, and Social Scientist (must be equal to their time spent on the cooperative agreement);
- Contracted employees salaries (must be equal to their time spent on the cooperative agreement);

- Pay for substitutes for teachers and/or foodservice staff to attend training.

Materials/Resource and Other Supplies

- While this proposal requires that States use USDA-developed materials, a portion of cooperative agreement funds may be used for *justified* development of needed materials when: 1) no existing materials are available; 2) materials have potential as a national resource; or 3) materials require translation into other languages. Examples include development of an integrated nutrition curriculum that meets the State's learning standards for appropriate grade levels, and compilation of the best practices of implementing local wellness policies and/or innovative ideas of delivering nutrition and physical activity messages through multiple communication channels;
- Purchase of nutrition education materials. A list of materials must be included in the proposal;
- Printing, duplication and dissemination of reports and materials.

Technology to Deliver Training

Procurement of hardware and /or software for the purpose of conducting training (shall not exceed **10%** of the TN Training Demonstration Project funds).

F. Technical Evaluation Criteria

All applications that meet the published deadline for submission will be screened for completeness and conformity with the requirements of this announcement. Only applications meeting the screening requirements will be reviewed competitively and scored against the technical evaluation criteria outlined below. A review panel composed of USDA and other Federal agency experts in nutrition, nutrition education and foodservice will convene to determine the technical merit of each grant application and provide a numerical score.

The following criteria will be used to evaluate each application. **The technical proposal should comprehensively address each of the following seven evaluation criterions.** The maximum score for all combined criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

▪ Need for project (15 points)

Up to **10 points** will be assigned in determining the need for the proposed project, the following factors will be considered:

- The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project;
- The extent to which specific gaps or weaknesses in services, infrastructure or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps and weaknesses.

5 points will be given to State agencies that will choose to work with LEAs that serve disadvantaged populations.

(Tip: Applicant must describe existing State and local level infrastructures that have an impact on implementing wellness; identify specific weaknesses and gaps both at State and school district level that hinder the wellness implementation process; and identify potential opportunities for intervention.)

2. Significance (10 points)

In determining the significance of the proposed project, the following factors will be considered:

- The likelihood that the proposed project will result in environmental change or improvement at the school district levels beyond what would be achieved without the local wellness policy;
- The extent to which the proposed project is likely to build State or local school districts' capacity to improve students' life-long nutrition and physical activity habits; and implementation of a wellness policy that addresses the needs of the targeted population;
- The importance or magnitude of the results or outcomes likely to be attained by the proposed project;
- The likelihood of any aspects of the proposed projects and training that could be transferable to other States and LEAs.

(Tip: Applicant must address its approach to include an integrated set of planned, sequential strategies and activities designed to assist LEAs for implementing an effective local wellness policy. These strategies may include, but are not limited to, the active involvement of students, parents and community members; professional development for school foodservice staff and teachers, and other staff members; and collaboration and partnering with existing State and local professional organizations.)

3. Quality of the project design (25 points)

In determining the quality of the project design, the following factors will be considered:

- The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the grant period;
- The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practices;
- The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
- The extent to which the proposed project incorporates all three TN behavior-oriented strategies effectively.

(Tip: Applicant needs to provide a convincing argument that the training and technical assistance approaches designed for the Local Wellness Policies Demonstration Projects will build and enhance the State and local infrastructures to support the effective implementation of local wellness policies. The applicant should describe how the designed project will likely to make a difference in areas such as program participation, quality school meals, healthy food and beverage choices, structured nutrition education and physical activities, etc.)

4. Quality of the project evaluation (20 points)

In determining the quality of the project evaluation, the following factor will be considered:

The extent to which the methods used for the process and/or impact evaluation include the SMART objectives (Specific, Measurable, Achievable, Realistic, and Time-phased) that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

(Tip: Applicant needs to describe in its evaluation plan how it will demonstrate what happened during the local wellness policies implementation and how well the local wellness policies are being implemented, the rationale on how to select schools and /or school districts, and the proposed sample sizes for process and/or impact evaluation.)

5. Quality of the management plan (15 points)

In determining the quality of the management plan, the following factors will be considered:

- The adequacy of the management plan to achieve the objectives of the proposed project in a timely manner and within budget, including clearly identified staff positions such as Project Director, key project staff, Social Scientist, and collaborator(s)/partner(s), clearly defined responsibilities, time commitments, timelines and milestones for accomplishing project tasks.
- Letters of commitment are provided for Project Director, key staff and their supervisors; and Social Scientist. Resume or job description for Project Director and Social Scientist must be included.

6. Budget appropriateness (10 points)

In determining the budget appropriateness, the following factors will be considered:

- The extent to which the requested budget demonstrates consistency with project objectives and specific activities planned; budget narrative provides details on how costs were derived and how funds will be spent, by whom, and for what activities.
- The extent to which the level of funding requested is economical and reasonable in relation to the proposed scope and effort of the project. Past TN grant funds can not be combined with this proposed budget.

7. Presentation (5 points)

In determining the presentation, the following factor will be considered:

- The extent to which the proposal is relatively concise, complete and succinct; is easy to read and understandable; contains few or no grammatical or punctuation errors; and complies with the page limitations.

Reviewers are not responsible for reading any portion of the application that extends beyond the page limitations.

G. Determination of Grant Award

The review panel will provide recommendations for funding to the selecting official. The selecting official will consider panel recommendations and may consider additional factors, such as geographic distribution or specific FNS/USDA priorities, as well as selecting officials' confidence in the applicant's ability to satisfactorily meet the cooperative agreement requirements based on their past performance. USDA reserves the right to not fund an application based on any of the above mentioned factors. USDA also reserves the right not to fund applications out of ranked order and at a lesser dollar amount if it is judged that the project design can be implemented with fewer Federal dollars, or if Federal funding is not sufficient to fully fund all applications that merit awards.

III. Application Contents

It is strongly recommended that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier. The application packet must be written using **Times New Roman 12-point font size**, single-spaced, and printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches.

1. **Cover Sheet.** This is the title page of your application. See Attachment D.
2. **Table of Contents.** Include a one-page table of contents
3. **Proposal Summary.** Provide a **one-page** summary that describes the needs to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.
4. **Technical Proposal.** The technical proposal must address all criteria and all of the factors under each criterion. The narrative must be limited to **20 typed pages**. It is in the best interest of the applicants to ensure that the technical proposal section is easy to read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.
5. **Budget Narrative.** Applicants should provide a detailed explanation for all funds requested on the Budget Form (SF 424A) and describes how those costs relate to the project objectives and proposed activities. The budget narrative must be limited to **6 typed pages**. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.
6. **Budget.** Use the SF 424 and SF 424A forms (see Attachment E) to prepare a complete budget for the project. Provide amounts for all major budget categories.
7. **Indirect Cost.** A copy of the State agency's negotiated and approved rate must be attached. Please note that the submission of an approved indirect cost rate plan is required only if indirect costs are charged to the TN Local Wellness Demonstration Project.
8. **Assurance and Disclosure.** The following forms are attached and must be completed (see Attachment E):
 - Assurances - Non-Construction Programs, SF 424B
 - Disclosure of Lobbying Activities, SF LLL
9. **Appendices.** Submit only the following supporting documentation:

- Resumes for Project Director, Social Scientist, and key staff members (each resume is limited to **2 pages**);
- Letters of commitment from the supervisors of Project Director, Social Scientist, and key staff members that will be involved in the Local Wellness Demonstration Project;
- Letter of commitment from at least one non-governmental organization who will serve as the collaborator /partner;
- Milestone timelines with tasks and responsibilities. Timeline must be organized by planning phase, implementation phase and measuring implementation phase. (Must not exceed **5 pages**.)

All other attachments submitted by the applicant will not be reviewed nor returned to the applicant. Review panels are not responsible to read content that extends beyond the specified page limitations.

Attachment A – Notice of Intent

If you intent to submit an application for a Team Nutrition Local Wellness Demonstration Project, you should complete the section below and return this form by **April 3, 2006**. This intent does not obligate a State agency in any way, but will provide useful information to FNS as we prepare for the review and selection process. The intent may be emailed or faxed. Thank you for your assistance. Please submit your Letter of Intent to:

Suzanne Pastura, Grants Officer
Food and Nutrition Services, USDA
Grants Management Division
3101 Park Center Drive, Room 738
Alexandria, VA 22302
Fax: 703-605-0365
Suzanne.pastura@fns.usda.gov

2006 Team Nutrition Training Grant – Application B Local Wellness Demonstration Project

Applicant (State agency name and address):

Contact person _____ Title _____

Telephone _____ Email _____

Attachment B – Terms and Conditions of Award

This cooperative agreement will be awarded and administered in accordance with the following regulations and the corresponding cost circular that establishes the principles for cost determination found at OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, Circular A-21, Cost Principles for Educational Institutions, and OMB Circular A-122, Cost Principles for Non-Profit Organizations.

- a. 7 CFR Part 210: “National School Lunch Program” and Part 226: “Child and Adult Care Food Program
- b. 7 CFR Part 3015: “Uniform Federal Assistance Regulations”
- c. 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments other than Entitlement Programs (Reference OMB Circular A-102 Common Rule)
- d. 7 CFR Part 3017: “Government-wide Debarment and Suspension (Non-Procurement)”
- e. 7 CFR Part 3018: “New Restrictions on Lobbying”
- f. 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organization”.
- g. 7 CFR Part 3021: “Government-wide Requirements for Drug-free Workplace (Financial Assistance)”
- h. 7 CFR Part 3052: “Audits of States, Local Governments, and Non-Profit Organizations”

Copies of these documents are available from the Grants Officer, Suzanne Pastura, upon request.

Attachment C – Guidance for Interpreting Cost Principles of Mini Grants

Use of Team Nutrition Training Grant Funds for Mini-Grants

State agencies that award Team Nutrition (TN) Training Grants in the form of mini-grants to local school districts and/or schools are expected to:

- Provide oversight to these mini-grant recipients to ensure that expenditures authorized under the mini-grants are allowable, allocable and reasonable.
- Ensure that all expenditures are consistent with all local, State, and Federal policies, regulations and procedures.
- Ensure that the expenditure does not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.
- Ensure that *schools* that receive mini-grants are enrolled as TN Schools.
- Ensure that Team Nutrition mini-grant funds support one or more of the Team Nutrition strategies and deliver Team Nutrition messages of healthy eating and be physically active. Team Nutrition strategies and nutrition messages must be part of the objectives and work plan of the mini-grant recipient.

The TN three behavior-oriented strategies include:

- Provide ***training and technical assistance*** to child nutrition foodservice professionals to enable them to prepare and serve nutritious meals that appeal to students and meet the recommendations of the Dietary Guidelines for Americans.
 - Promote ***nutrition curriculum and education*** in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
 - Build ***school and community support*** for creating healthy school environments that are conducive to healthy eating and physical activity.
- Ensure that all activities and expenses specified in the mini-grants support and promote children's participation in the school meal programs.

Some general guidance for allowability of selected items of cost under the Cost Principles:

Food Cost

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food

must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should not be used to purchase a meal for anyone.

Food and Nutrition Equipment

Team Nutrition funds may not be used to purchase foodservice operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands on food experiences may be permissible if such activities are part of the integrated nutrition education lessons specified under objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total mini-grant awarded.

Medical Equipment

Team Nutrition funds may not be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron level are not allowable costs under the TN grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

Physical Activity

Eating healthy and being physically active are desired behavior outcomes of TN. States are encouraged to coordinate with community, youth and recreational organizations and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.TM). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports' equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local non-profit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Promotional/Incentive Items

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition, itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a website that provides the Team Nutrition messages. Any cost associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

Staff Development and/or Substitute Pay

If adequate funding is available and acceptable to the State agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school foodservice staff representative to attend training, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening

It is recognized that some of the Team Nutrition materials promote activities related to gardening, and gardening is an excellent way to involve the entire school, parents and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may not be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners program that can assist you with the gardening project.

Summary

There is limited funding to accomplish Team TN's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

Attachment D – Cover Sheet for the Application

2006 Team Nutrition Training Grants Local Wellness Demonstration Project CFDA # 10.574

State(s): _____

State Child Nutrition Director(s): _____
E-mail address: _____
Phone: _____ Fax: _____

Grant Contact Person/Project Director: _____
E-mail address: _____
Phone: _____ Fax: _____

Application must be received by FNS on or before, May 11, 2006, or delivered by hand to the FNS Park Office Center mailroom no later than 5:00 PM Eastern Time to:

***Suzanne Pastura, Grants Officer
Food and Nutrition Services, USDA
Team Nutrition Training Grants
3101 Park Center Drive, Room 738
Alexandria VA 22302***

Application For Federal Assistance Packet

Complete and sign the following information that is included in this section:

- Application and instructions for federal assistance (SF 424)
- Budget information and instruction (SF 424A)
- Assurances – non-construction programs (SF 424B)
- Disclosure of lobbying activities (SF LLL)

These Federal forms are in an electronic version at www.fns.gov/tn/Grants/2006appb.html